



Counsellors' Online Services User Manual

2013–2014

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ONTARIO UNIVERSITIES' APPLICATION CENTRE
CENTRE DE DEMANDE D'ADMISSION
AUX UNIVERSITÉS DE L'ONTARIO

170 Research Lane
Guelph ON N1G 5E2
Telephone: 519-823-1940
Fax: 519-823-5232
www.ouac.on.ca
<http://guidance.ouac.on.ca>



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1.0: Introduction

This manual replaces the *2012-2013 Counsellors' Online Services User Manual* that was published on September 21, 2012.

Counsellors' Online Services (COLS) is a collection of web-based services intended to provide authorized Ontario secondary school officials with user-friendly access to student information in the OUAC database.

COLS is available 19 hours a day, 7:00 a.m. to 2:00 a.m., Eastern Time (ET).

Useful Websites

Counsellors' Online Services:

<http://guidance.ouac.on.ca>

Undergraduate Applications:

www.ouac.on.ca/applications/

101 Application:

www.ouac.on.ca/ouac-101/

The OUAC Guidance Site:

<http://guidance.ouac.on.ca>

Ce document est également disponible en français : <http://orientation.ouac.on.ca/resource/cols-manual/>.

You can download and print additional copies of this publication at:
<http://guidance.ouac.on.ca/resource/cols-manual/>.

To obtain this document in an alternative format, contact:

Ontario Universities' Application Centre (OUAC)
170 Research Lane
Guelph ON N1G 5E2

Telephone: 519-823-1940
Fax: 519-822-1682
Website: www.ouac.on.ca/about-accessibility/

2.0: COLS Login

COLS can be found on the OUAC's guidance website at: <http://guidance.ouac.on.ca>.

Simply select "Log in" on the right side of the page, directly below the "Counsellors' Online Services" heading (Fig. 1).

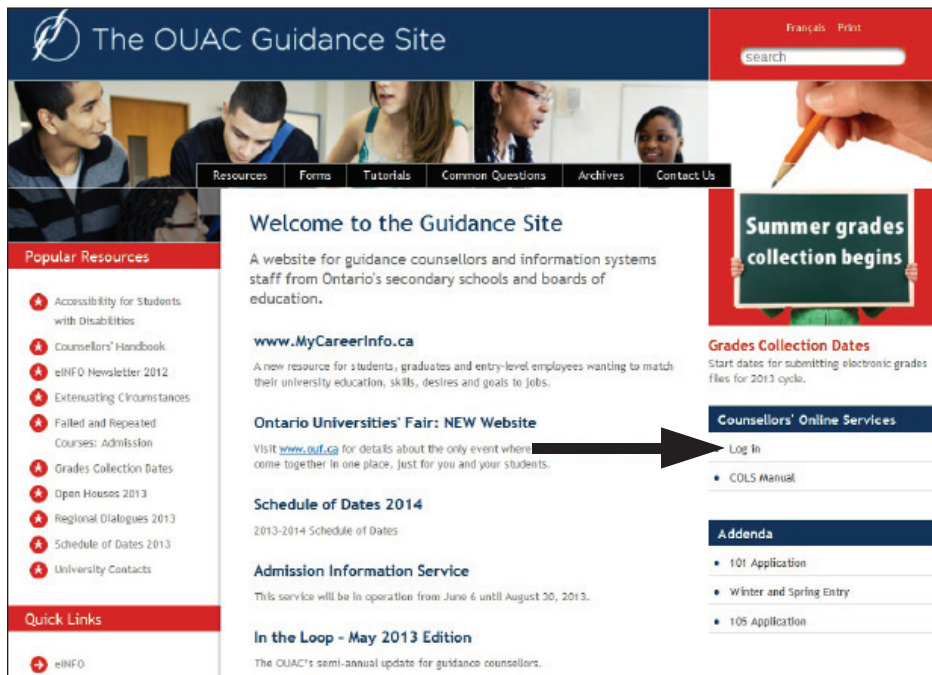


Fig. 1

Log in to COLS using your personal user ID and password. For security and confidentiality reasons, all users must register each year, even if they were authorized users in the previous year. User IDs and temporary passwords are emailed to school officials starting in late September, once the school completes the registration forms and returns them to the OUAC. You will be required to reset your password and select a challenge question and answer the first time you log in each year (Fig. 2).

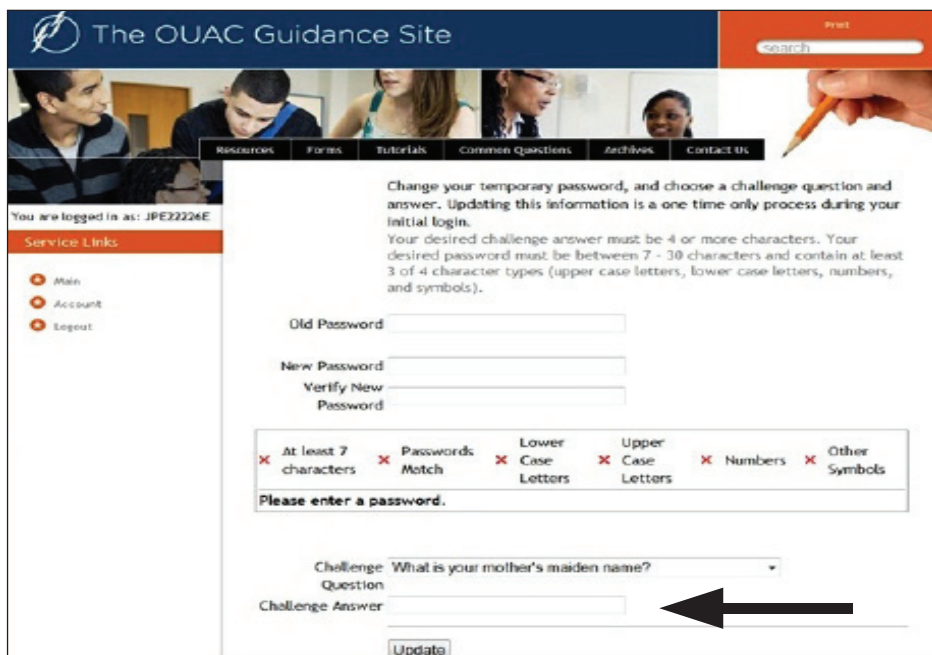


Fig. 2

3.0: Navigating COLS

The following pages provide definitions for some of the terminology you will encounter while navigating the site.

Title Bar

Across the top of the screen is the COLS title bar (Fig. 3).

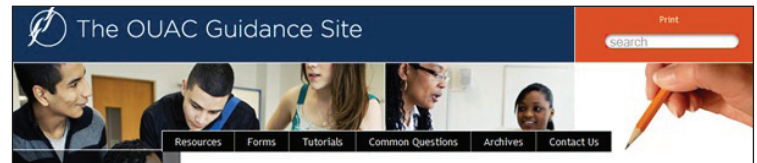


Fig. 3

Left Menu

The left menu (Fig. 4) allows you to move quickly between the COLS screens. Keep in mind that when using functions that create/change data, such as “Create a PIN” and “Academic Info”, you should complete and save your work in that function before moving to another function.

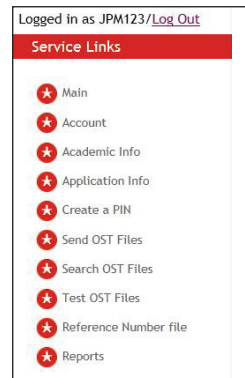


Fig. 4

Button

Clicking a button will cause an action to occur. Figure 5 depicts two buttons: “Delete Checked Account(s)” and “Add Account(s)”.

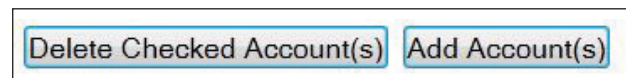


Fig. 5

Text Box, Drop-down Menu and Check Box

Figure 6 illustrates three ways in which information may be entered.

1. **Drop-down menu:** Click the downward arrow to view a selection of values, then click the appropriate value to select it. For example, “Credit”, “Mark”, “Grade Type”, “Language of Instruction”, “Delivery”, “Course Type” and “Course Status” have drop-down menus.
2. **Check box:** The “Notes” field uses check boxes. One or more boxes can be clicked to check/uncheck the box.
3. **Text box:** Click the box and type the information into the box. The “Mident” field uses a text box.

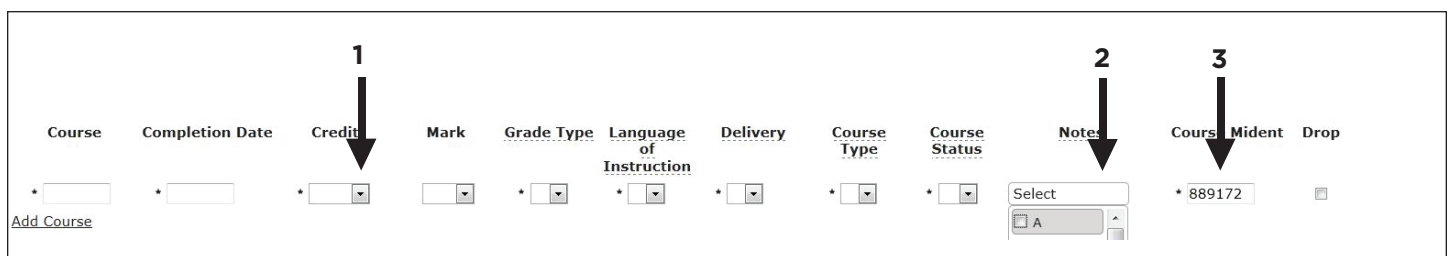
The image shows a form with various input fields. Arrows point to specific fields: Arrow 1 points to the 'Credit' drop-down menu. Arrow 2 points to the 'Notes' field, which contains a 'Select' button and a list of options (A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). Arrow 3 points to the 'Mident' text box, which contains the value '889172'. Other fields include 'Course', 'Completion Date', 'Mark', 'Grade Type', 'Language of Instruction', 'Delivery', 'Course Type', and 'Course Status', each with a drop-down menu. There is also an 'Add Course' link at the bottom left.

Fig. 6

4.0: Access Levels to COLS

Note the functions available on the left menu (Fig. 7). Since users are granted different access levels to COLS, some will be able to use all of the functions on the left menu while others will only be able to use some of those functions.

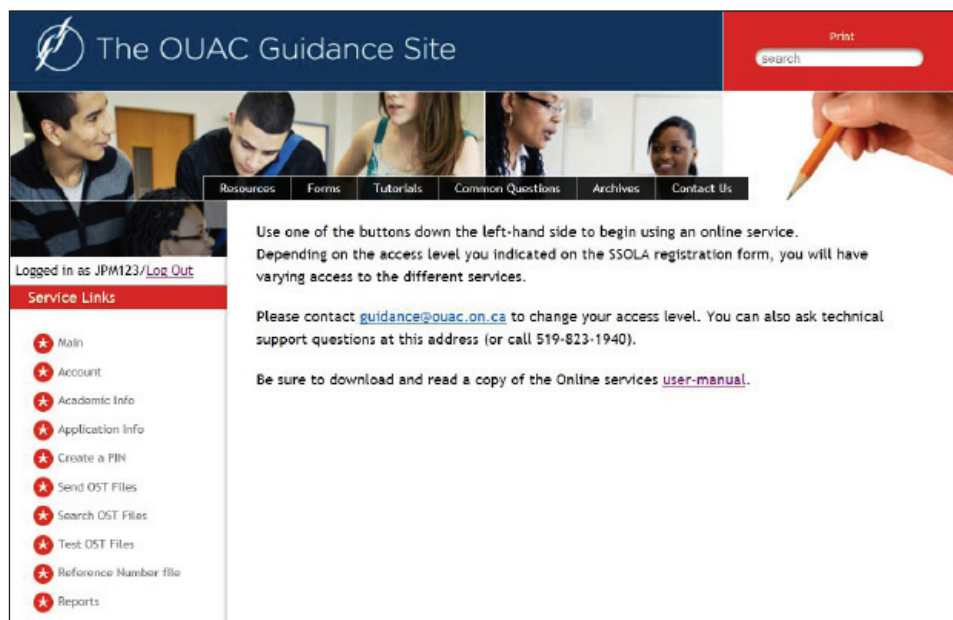


Fig. 7

In September, the principal/vice-principal at your school assists guidance staff in completing registration forms for access to COLS.

On the registration forms, each registrant is given a specific level of access. One individual at your school is given “Administrator level” access. This individual has access to **all** functions provided in COLS.

Other individuals at your school could be registered with one or more of these levels of access:

- Inquiry
- Inquiry and Academic Updates
- Submit Electronic Data

The chart on the right indicates the menu options available to individuals, depending on the level of access indicated on their registration form.

If an individual is given more than one access level on the registration form, the functions available are cumulative.

For example, if someone is given access to the “Inquiry” and the “Submit Electronic Data” options, then after logging in, the individual is able to access the options for both levels:

- Account Information
- Send OST Files
- Search OST Files
- Test OST Files
- Reference Number File
- Academic and Application Info (inquiry only)
- Reports

Access Level	Functions Available
Inquiry	<ul style="list-style-type: none">• Account Information• Academic Info (inquiry only)• Application Info• Reports
Inquiry and Academic Updates	<ul style="list-style-type: none">• Account Information• Create a PIN• Academic Info (update and inquiry)• Application Info• Reports
Submit Electronic Data	<ul style="list-style-type: none">• Account Information• Send or Test OST Files• Search OST Files• Reference Number File

5.0: Account Information

When you select “Account”, the system displays your user ID and the last time you were logged in to the system (Fig. 8). This screen also allows you to change your password and includes instructions for logging out of the system.

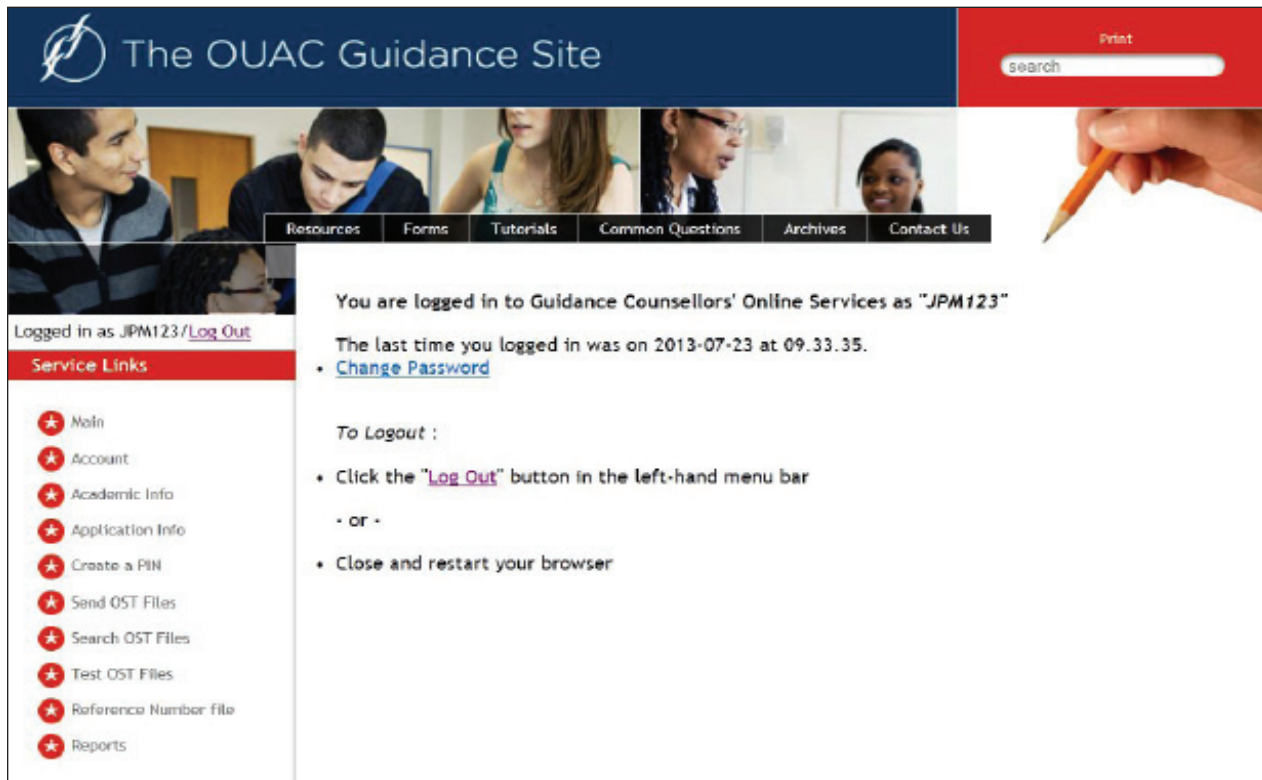


Fig. 8

6.0: Create a PIN

The “Create a PIN” function allows you to create an account for one or more students and store it on the OUAC’s database. Most accounts are created when your school submits a file of demographic and academic data to the OUAC in the October/November submission. The “Create a PIN” function is used when it is not possible to submit such a file to the OUAC.

For example:

- Your school does not have a computer system that generates academic data in the format the OUAC requires, as specified in the *OCAS/OUAC Secondary School Data Transmission Specification*.
- Students are applying to winter entry programs.
- After the October/November data submission, a student transfers to your school from outside of Ontario or from a non-SSOLA school within Ontario, and the student needs to get access codes, including a PIN, in order to apply to university.
- A student who did not attend school in the fall registers at your school for the second semester.
- A student’s record was inadvertently missed in the October/November data submission.

An account generated with the “Create a PIN” function contains only minimal information about the student: his or her given name, surname, secondary school student number (SSSN) and Ontario Education Number (OEN). It does not contain any of the demographic or academic data that is normally sent in the October/November data submission.

After an account is generated using the “Create a PIN” function, the OUAC mails an Application Access Code Letter for the student(s) and a checklist of the new PINs to the guidance office. Typically, your school will receive these materials within a week of completing the “Create a PIN” function, although the timing also depends on the speed of the mail delivery service. A “current” PIN checklist of your OUAC applicants is available using the “Reports” option of COLS. One business day after you create a PIN, the PIN checklist report will include the newly created PIN information and you can add the student(s) academic information using the “Academic Info” function. You will also have the option to print individual Application Access Code Letters using the HTML version of the PIN checklist.

After students receive their Application Access Code Letter, they can log in to the online application and apply to university. Depending on when you have added the academic information, the applicant may or may not see anything under the “Academic Info” section.

After selecting “Create a PIN” from the left menu, you will see the screen shown in Figure 9.

Click “Add Account(s)” to begin creating one or more accounts.

The screenshot shows the OUAC Guidance Site interface. At the top, there's a navigation bar with 'Resources', 'Forms', 'Tutorials', 'Common Questions', 'Archives', and 'Contact Us'. Below this, a 'Service Links' sidebar on the left lists options like 'Main', 'Account', 'Create a PIN', 'Data Upload/Download', 'Inquiry', 'Academic Updates', 'Reports', and 'Logout'. The main content area displays a table of pending accounts with columns for ID, Delete status, Mident/SSSN/OEN, Last Name/First Name, and Date Added. Below the table, there are two buttons: 'Delete Checked Account(s)' and 'Add Account(s)'. A large black arrow points to the 'Add Account(s)' button.

#	Delete	Mident / SSSN / OEN	Last Name/ First Name	Date Added
01.	N/A	918679 / 235689235689 / 999999999	fufjkgjk, iujknk	2012-08-03, 14.02.06
02.	N/A	918679 / 852145698410 / 999999999	itjlhvnmj, tykuvj	2012-08-03, 14.04.20
03.	N/A	918679 / 901459785200 / 999999999	iutilbnn, yuukvnjb	2012-08-03, 14.02.56
04.	N/A	918679 / 123456789123 / 999999999	Guidance, Site	2012-08-01, 12.19.29
05.	N/A	918679 / 000062328996 / 895023745	Morin, Luc	2012-08-07, 10.58.47
06.	N/A	918679 / 123456789011 / 789456126	PINtesting, Jent2	2012-07-24, 13.19.26
07.	N/A	918679 / 000059591212 / 999999999	Read, Chantelle	2012-08-07, 10.58.48

Fig. 9

By selecting “Add Account(s)”, you will be presented with a screen where up to five student records can be created at a time. Please note that each student must have a unique SSSN and OEN. The SSSN must be 12 digits long. If your school’s student numbers are shorter than 12 digits, add zeros to the beginning of the number. For example, for a nine-digit student number of “123456789”, enter “000123456789” to make 12 digits. The OEN must be nine digits long. Note: If you receive a “Duplicate” error message, a PIN may have already been assigned with an identical SSSN or OEN. Contact the OUAC’s Undergraduate Division for assistance.

The “Add Account(s)” screen is depicted in Figure 10.

The screenshot shows the 'Add Account(s)' form on the OUAC Guidance Site. The form is titled 'Add Account(s)' and includes instructions: 'Use as many of the entry forms below as you require. To submit more records choose the 'Add Account(s)' button on the following page for another five entry forms.' The form contains two identical entry sections, each with fields for Mident (pre-filled with 889172), SSSN, Ontario Education Number (OEN), First Name, and Last Name. There is a 'Help' icon next to the OEN field in each section. The left sidebar shows the 'Service Links' menu with 'Create a PIN' highlighted.

Fig. 10

After entering data for one to five accounts, click “Add Account(s)” at the bottom of the screen. You will return to the previous screen where you will see the newly created accounts listed (Fig. 11).

Resources
Forms
Tutorials
Common Questions
Archives
Contact Us

Please note: The 'Create a PIN' option should be used only for those students who do not appear on your electronic data file. Please refer to the Counsellors' Online Services User Manual for more information.

Below are the pending accounts (SI records) you have added. Within one business day, Access Code Letters will be printed and sent to you for distribution to the students. Once the Access Code Letter has been printed, added accounts will still appear on this list for your review, but you will no longer be permitted to delete them (e.g., processed accounts will not display the delete checkbox under the "Delete" heading, they will instead show "N/A"). After the Access Code Letter has been generated, you may also view the PIN information through the "Reports" link, which can be found in the "PIN checklist" option.

To re-sort the list below, click the desired blue highlighted column heading.

#	Delete	Mident / SSSN / OEN	Last Name/ First Name	Date Added
01.	N/A	918679 / 235689235689 / 999999999	fufjkgjk, iujknk	2012-08-03, 14.02.06
02.	N/A	918679 / 852145698410 / 999999999	itjlhvnrmj, tykuvj	2012-08-03, 14.04.20
03.	N/A	918679 / 901459785200 / 999999999	iutilbnm, yuukvnjb	2012-08-03, 14.02.56
04.	<input type="checkbox"/>	918679 / 456789123456 / 999999999	Created, PIN	2012-08-17, 14.56.10
05.	N/A	918679 / 123456789123 / 999999999	Guidance, Site	2012-08-01, 12.19.29

Fig. 11

The list of accounts can be sorted by “SSSN”, “Last Name” or “Date Added” by clicking the appropriate column title.

At this point, you may choose “Add Account(s)” again to add up to five more students at a time, or you can delete one or more accounts by selecting the “Delete” check box beside the account and then clicking “Delete Checked Account(s)”.

When you are done adding and/or deleting accounts, you may proceed to another function or log out. The accounts will be created the following business day.

7.0: Send OST Files

The “Send OST Files” function (formerly “Data Upload”) allows you to transfer student demographic and academic information for university applicants to the OUAC.

Your software will produce a “Transmission Data File” and a “Transmission Report File”.

Important: Read the information below before uploading your data. It will help you identify which file to send to the OUAC.

Upload only the “Transmission Data File”, which begins with the letter “S”. Do not upload the “Transmission Report File”, which begins with the letter “R”.

The “Transmission Data File” uses the following naming convention:

SXXXXXX.Un

XXXXXX = six-digit school number, also known as the MIDENT Number.

n = 1 (for October/November transmission)

n = 2 (for February transmission)

n = 3 (for April transmission)

n = 4 (for July transmission)

n = 5 (for August transmission)

For example, file names for a school with MIDENT Number 123456:

First Transmission	=	S123456.U1
Second Transmission	=	S123456.U2
Third Transmission	=	S123456.U3
Fourth Transmission	=	S123456.U4
Fifth Transmission	=	S123456.U5

Beginning in the 2013-2014 school year, you can also send zip files using the following file naming convention:

VXXX.zip

BXXXXX.zip

SXXXXXX.zip

V = Vendor

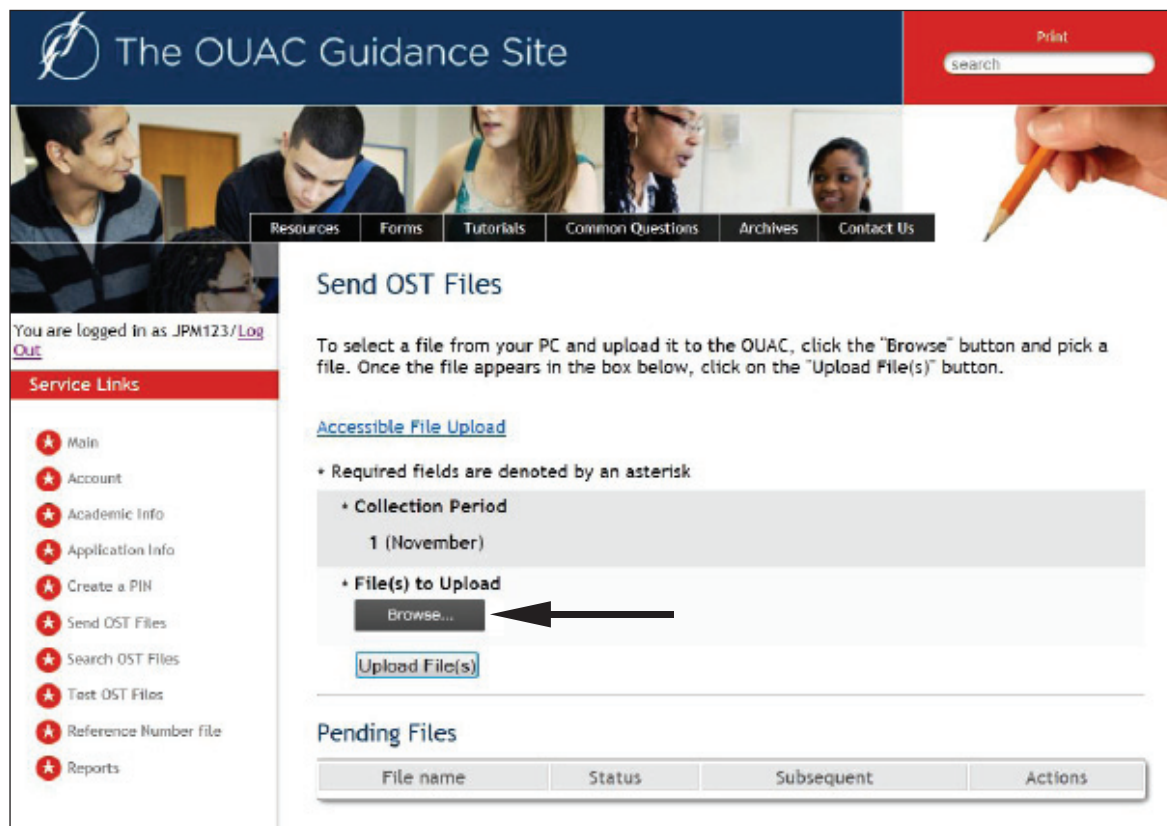
B = Board

S = School

X = the three, five or six-digit number for your vendor, board or school, respectively

Depending on your browser, you may have the option to toggle between “Accessible File Upload” (compliant with the Accessibility for Ontarians with Disabilities Act) and “Advanced File Upload” mode. If there is no option, your browser will default to “Accessible File Upload” mode. For the purpose of this manual, we will assume you are using the “Advanced File Upload” option.

If you know the name of the file you want to upload, you may enter the name in the text box provided (e.g., S123456.U1, B12345.zip). Please note: The file name must be entered correctly or the upload function will fail. Otherwise, click “Browse” to find the file on your computer (Fig. 12).



The screenshot shows the 'The OUAC Guidance Site' interface. At the top, there is a dark blue header with the site logo and name, and a red search bar with a 'Print' button. Below the header is a navigation menu with links: Resources, Forms, Tutorials, Common Questions, Archives, and Contact Us. The main content area is titled 'Send OST Files' and contains instructions: 'To select a file from your PC and upload it to the OUAC, click the "Browse" button and pick a file. Once the file appears in the box below, click on the "Upload File(s)" button.' Below the instructions is a section titled 'Accessible File Upload' with a note: '* Required fields are denoted by an asterisk'. This section contains two fields: 'Collection Period' with the value '1 (November)' and 'File(s) to Upload'. The 'File(s) to Upload' field has a 'Browse...' button, which is highlighted by a black arrow. Below the 'Browse...' button is an 'Upload File(s)' button. At the bottom of the page is a 'Pending Files' table with columns: File name, Status, Subsequent, and Actions.

Fig. 12

If you click “Browse”, a window similar to Figure 13 will appear on your screen. Using the “Browse” function is similar to using Windows Explorer.

Before browsing your computer’s contents, be sure to change the file type to “All Files (*.*)” as shown in Figure 13. Now, browse through your computer’s contents to find the file.

Note: Based on the collection period, some browsers will automatically filter to show only those files with the correct extension. For example, if the collection period is “1 (November)” then only files with the extension “.U1” and “.zip” will appear. After clicking the file to be uploaded, you will notice that it appears in the “File name” box (Fig. 13). The “Advanced File Upload” option allows you to select multiple files at once.

When you are satisfied that you have selected the correct file, click “Open” in the lower right side of the window.

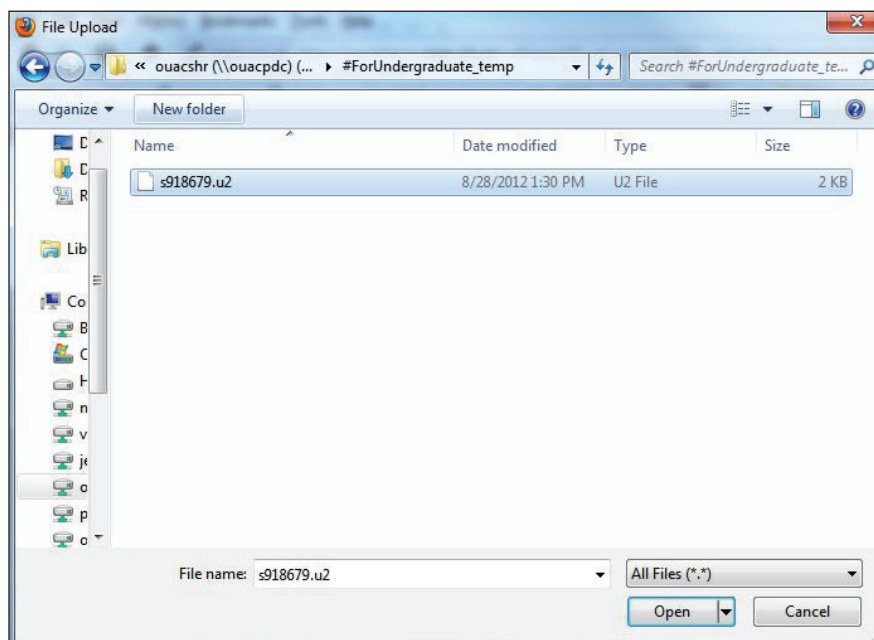


Fig. 13

After clicking “Open” to select a file, you will return to the “Send OST Files” screen. The file name will show in the text box. For example, Figure 14 shows the file name “S918679.U1” in the text box.

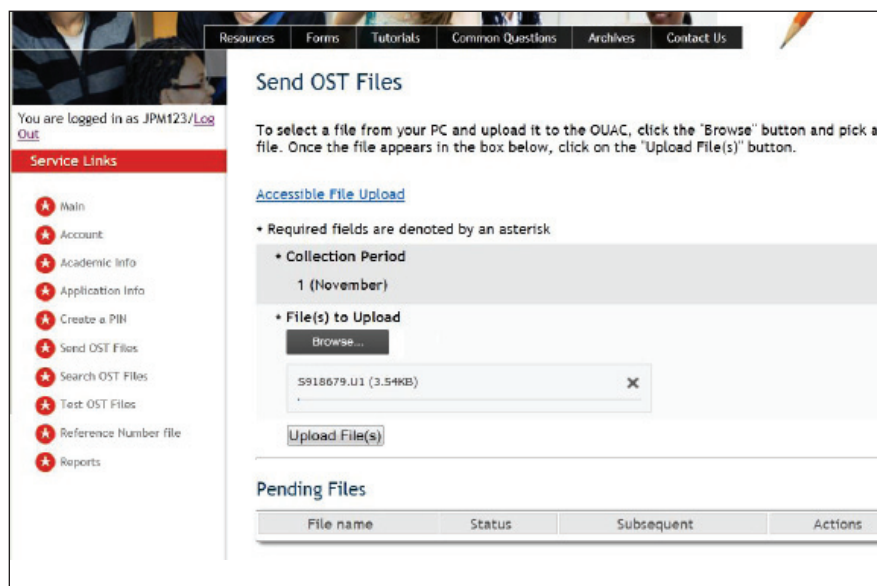


Fig. 14

If you do not want to use the file that is in the text box, click the “X” beside the file, then click “Browse” to find a different file. If you wish to upload another file, click “Browse” again. As you select files, they will be added to the list, as shown in Figure 15.

Once you have the correct file(s), click “Upload File(s)”. Note: Depending on your browser or if you are using the “Accessible File Upload” option, you may have to click “Upload File(s)” twice.

Fig. 15

After clicking “Upload File(s)”, you will see a circular timer as shown in Figure 16.

Fig. 16

The length of time required to accomplish the transfer will depend on the size of the file(s), the speed of the internet connection between your computer and the OUAC and how busy the OUAC server is at that time.

Successfully uploaded files will appear in the “Pending Files” section, as shown in Figure 17.

Send OST Files

You are logged in as JENBOARD/[Log Out](#)

Service Links

- Main
- Account
- Academic Info
- Application Info
- Create a PIN
- Send OST Files
- Search OST Files
- Test OST Files
- Reference Number file
- Reports

To select a file from your PC and upload it to the OUAC, click the “Browse” button and pick a file. Once the file appears in the box below, click on the “Upload File(s)” button.

[Accessible File Upload](#)

* Required fields are denoted by an asterisk

+ Collection Period

1 (November)

+ File(s) to Upload

[Browse...](#)

S890243.U1 (13.21KB) - Completed ✕

B66184.zip (19.82KB) - Completed ✕

[Upload File\(s\)](#)

Pending Files

File name	Status	Subsequent	Actions
S890243.U1	Received	No	Delete
S890243.U1	Received	Yes	Delete View Previous
S898317.U1	Received	No	Delete
S921793.U1	School Inactive	No	Delete

[Process All Files](#)

Fig. 17


Any errors found during the upload process are indicated under the “Status” column. If you have previously uploaded the same file, any subsequent files will be flagged under the “Subsequent” column. You can view any previously sent files by clicking “View Previous” under the “Actions” column.

If you do not wish to proceed with processing a file, click “Delete” under the “Actions” column.

Select “Process All Files” when you are ready to process your file(s). Your file(s) will be placed in the OUAC queue for full processing.

7.1: Search OST Files

Immediately after submitting files for processing you will see the “File Log”, as shown in Figure 18.



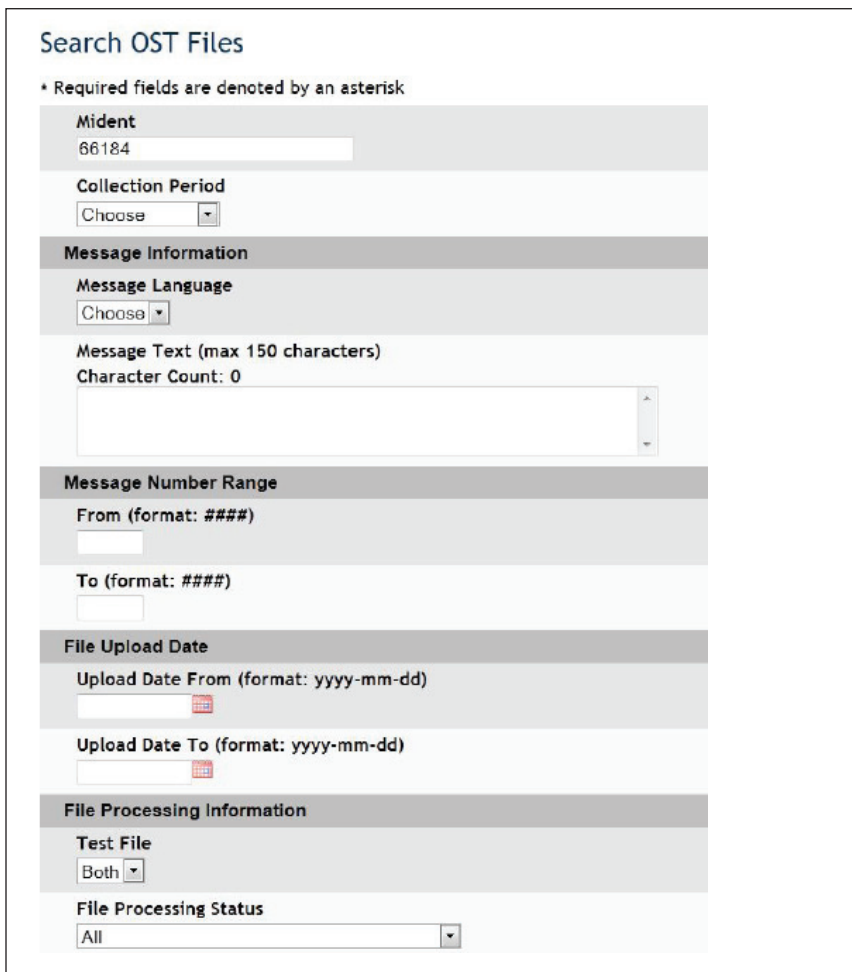
The screenshot shows the "File Log" interface. At the top, there is a "New Search" link and a "Change search" dropdown menu. Below this is a table with columns: Collection Period, File name, Sender, Test File, Processing Status, Errors / Warnings, and Sub. The table contains one entry: 1 (November), S646423.U1, Paradise, Jen, No, Queued, No. Below the table, there is a "Showing 1 to 1 of 1 entries" message and navigation links: First, Previous, 1, Next, Last. At the bottom, there are links for "Export XLS" and "Export HTML".

Collection Period	File name	Sender	Test File	Processing Status	Errors / Warnings	Sub
1 (November)	S646423.U1	Paradise, Jen	No	Queued	No	

Fig. 18

You will see “Queued” under “Processing Status” for files you just uploaded. **Depending on the time of year (e.g., grades deadline), it may take several hours before a file is processed.** During this time, you may walk away from your computer or close the browser.

To access the “File Log” at a later time, select “Search OST Files” from the left menu. A search screen will be available, as shown in Figure 19.



The screenshot shows the "Search OST Files" interface. It includes a note: "* Required fields are denoted by an asterisk". The form is divided into several sections: "Mident" with a text input field containing "66184"; "Collection Period" with a "Choose" dropdown menu; "Message Information" with "Message Language" (a "Choose" dropdown menu) and "Message Text (max 150 characters)" (a text area with a "Character Count: 0" label); "Message Number Range" with "From (format: ####)" and "To (format: ####)" text input fields; "File Upload Date" with "Upload Date From (format: yyyy-mm-dd)" and "Upload Date To (format: yyyy-mm-dd)" text input fields; and "File Processing Information" with "Test File" (a "Both" dropdown menu) and "File Processing Status" (a dropdown menu with "All" selected).

Fig. 19

For a list of all files sent to the OUAC for all collection periods, click “Search”. Otherwise, you can refine your search based on a variety of options, such as collection period, error/warning message number, file processing status, etc.

The log provides a quick summary of your files (Fig. 18 and 20). From here, you can export your list to Excel or HTML.

File Log

[New Search](#)

Change search

File ID	Subsequent	Upload Date/Time	Last Updated Date/Time	Actions
1	Yes	2013-07-26 3:04:42 PM	2013-07-26 3:06:26 PM	Download Raw Data View Summary
2	Yes	2013-07-26 2:52:16 PM	2013-07-26 3:01:27 PM	Download Raw Data View Summary
3	Yes	2013-07-26 2:49:10 PM	2013-07-26 2:50:22 PM	Download Raw Data View Summary
4	Yes	2013-07-26 2:31:06 PM	2013-07-26 2:37:15 PM	Download Raw Data View Summary
5	Yes	2013-07-26 1:57:07 PM	2013-07-26 1:58:27 PM	Download Raw Data View Summary
6	Yes	2013-07-26 12:31:23 PM	2013-07-26 12:32:45 PM	Download Raw Data View Summary
7	Yes	2013-07-26 11:41:27 AM	2013-07-26 11:46:45 AM	Download Raw Data View Summary

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

[Export XLS](#) | [Export HTML](#)

Fig. 20

As you scroll to the right you can see if your file had any errors, if it is a subsequent file, and when it was uploaded and processed. The “Actions” column allows you to view the raw data and, when processed, a more detailed summary as shown in Figure 21.

Grades File Message Summary

[New Search](#)
[Return to File Log](#)

Filename
 S918679.U1

Collection Period
 1 (November)

OUAC Processing Date
 2013-07-26 3:06:26 PM

Last Processed By
 SHAWN1

File Update Statistics

S1 Records	S1 Records Updated	G1 Records	Courses Sent	Courses Updated	Courses Dropped
1	1	4	24	0	0

[View Details](#)
[Download Raw Data](#)

Show entries

Search

Message Number	Message Description	Number of Errors	Actions
Error # 2056	Invalid Grade Type.	14	Details
Warning # 2017	OSSD Issue Date defaulted to "999999" because Grad Status Code is not equal to "1" or "4".	1	Details
Warning # 2049	Status in Canada Code changed based on transmission specs.	1	Details
Warning # 2075	Midterm grade changed to current because collection period is "1" and the student has not applied for winter entry.	1	Details

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Fig. 21

File update statistics and a summary of all errors and warnings encountered while processing the file are provided. You can view all errors/warnings by clicking “View Details” or individual errors/warnings by selecting “Details” under the “Actions” column (Fig. 21).

Individual error/warning “Details” are depicted in Figure 22.

Grades File Message Detail

[Return to Summary](#)
[New Search](#)
[Return to File Log](#)

Filename
S918679.U1

Collection Period
1 (November)

OUAC Processing Date
2013-07-26 3:06:26 PM

Last Processed By
SHAWN1

Show 10 entries Search

Message Number	Message Description	Student	OUAC Reference Number	Position Number	Line Number
Error # 2056	Invalid Grade Type.	DUNLAP	00000000000	171	3
Error # 2056	Invalid Grade Type.	DUNLAP	00000000000	206	3
Error # 2056	Invalid Grade Type.	DUNLAP	00000000000	241	3

Fig. 22

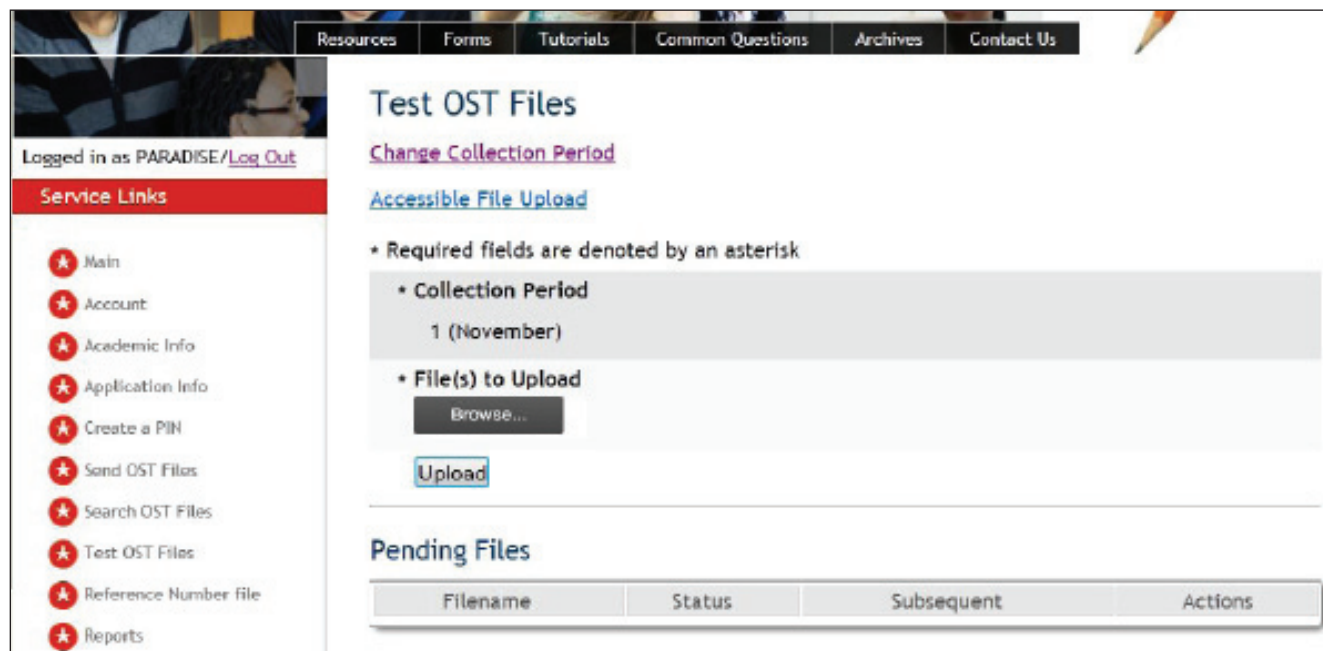
The student, position and line number for each occurrence of the error/warning is provided. Again, you can export the list to Excel or HTML.

If you wish to discuss any errors/warnings with OUAC personnel, you may send an email to guidance@ouac.on.ca or call 519-823-1940.

7.2: Test OST Files

You will only have access to this function if your school's principal/vice-principal has registered you to "Submit Electronic Data".

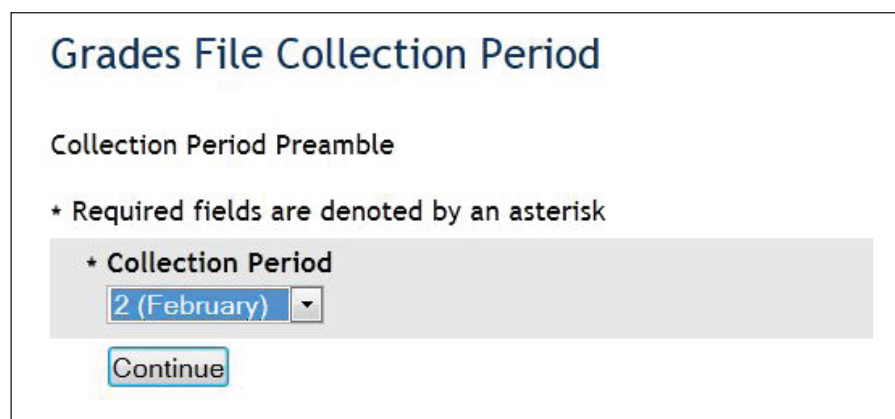
This "Test OST Files" function (Fig. 23) allows you to upload a file for any collection period and run it through the OUAC's edits without updating student records. You can then correct errors before sending the OST file for processing. All test files are purged from the OUAC system nightly.



The screenshot shows the 'Test OST Files' page. At the top, there is a navigation bar with links: Resources, Forms, Tutorials, Common Questions, Archives, and Contact Us. Below this, a sidebar on the left shows the user is logged in as 'PARADISE' and provides a 'Log Out' link. Under 'Service Links', there is a list of options: Main, Account, Academic Info, Application Info, Create a PIN, Send OST Files, Search OST Files, Test OST Files (highlighted), Reference Number file, and Reports. The main content area is titled 'Test OST Files' and includes links for 'Change Collection Period' and 'Accessible File Upload'. A note states: '* Required fields are denoted by an asterisk'. Below this, there is a form with two sections: '* Collection Period' with a dropdown menu showing '1 (November)', and '* File(s) to Upload' with a 'Browse...' button. An 'Upload' button is at the bottom of the form. Below the form is a section titled 'Pending Files' with a table header: Filename, Status, Subsequent, and Actions.

Fig. 23

To select the collection period you wish to test, click "Change Collection Period", make your selection from the drop-down list and click "Continue" (Fig. 24). Note: If you wish to test a summer grades file, select collection period "5 (August)" from the list.



The screenshot shows the 'Grades File Collection Period' selection screen. It has a title 'Grades File Collection Period' and a subtitle 'Collection Period Preamble'. A note states: '* Required fields are denoted by an asterisk'. Below this, there is a form with one section: '* Collection Period' with a dropdown menu showing '2 (February)'. A 'Continue' button is at the bottom of the form.

Fig. 24

7.3: Reference Number File

The “Reference Number File” function (formerly “Data Download”) provides a file containing the OUAC Reference Numbers for all of your students who have submitted a university application. You have the option to download the file in either alphabetical or OUAC Reference Number order (Fig. 25).

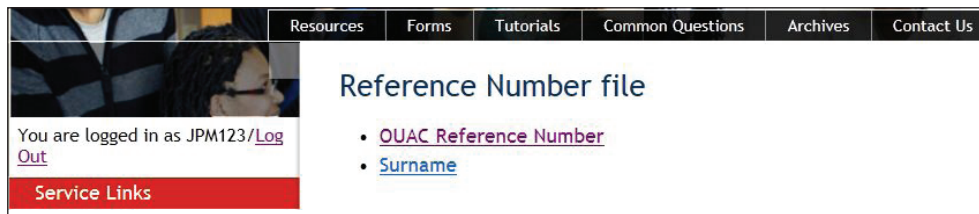


Fig. 25

This file is intended to be imported into your system; it is not expected that schools manually enter these numbers. Reference numbers imported into your system are included in your OST file. This ensures a match between the student’s data and their OUAC application.

After the page has loaded, schools and school board staff will see a screen similar to the one in Figure 26.

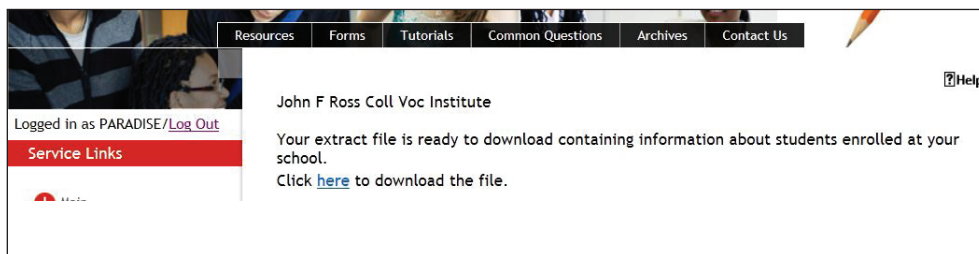


Fig. 26

A record layout of the file is available by clicking “Help” on the “Reference Number File” page.

When you select “Click here to download the file”, you will be prompted to either open or save the file (Fig. 27).

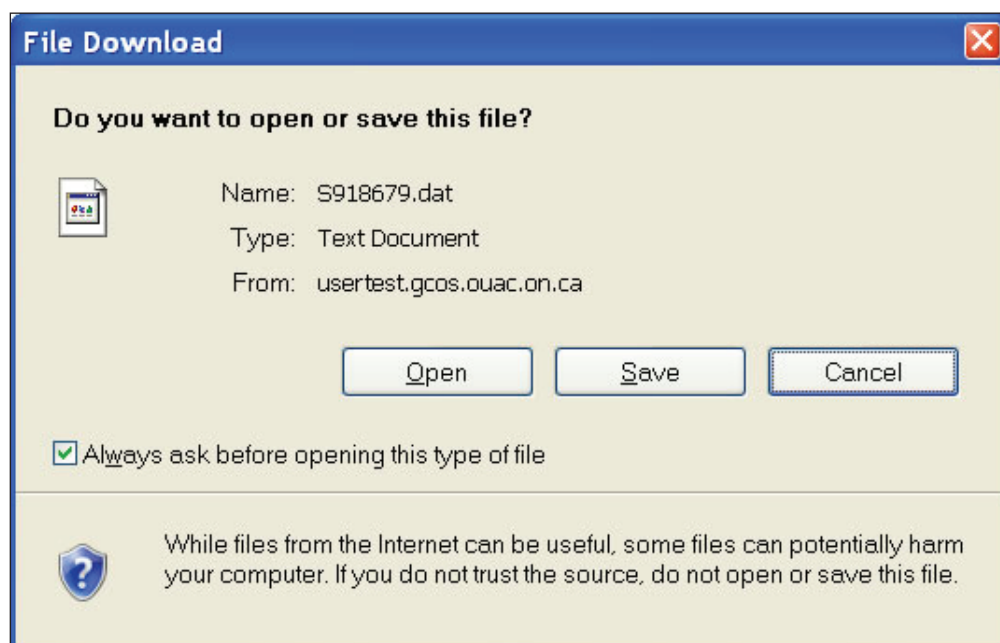


Fig. 27

If you choose to save the file, you will be prompted to indicate where you want to save the file (Fig. 28).

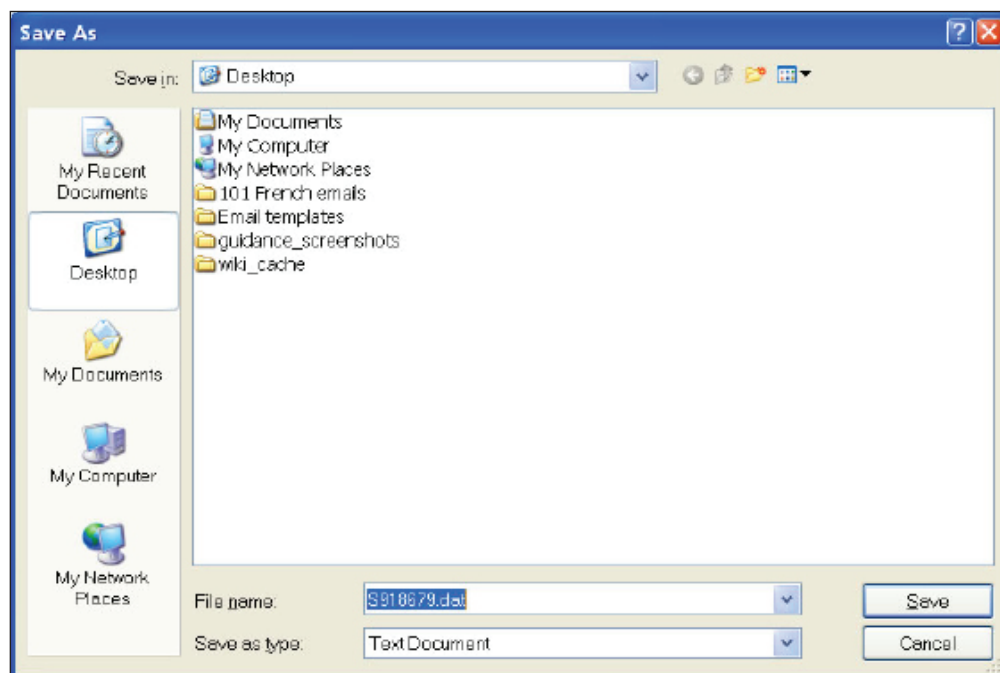


Fig. 28

8.0: Application Info

The “Application Info” function (formerly “Inquiry”) allows you to view application information for all of your students who have submitted an application to the OUAC. You may view the applicant data whether or not the student has paid the application fee.

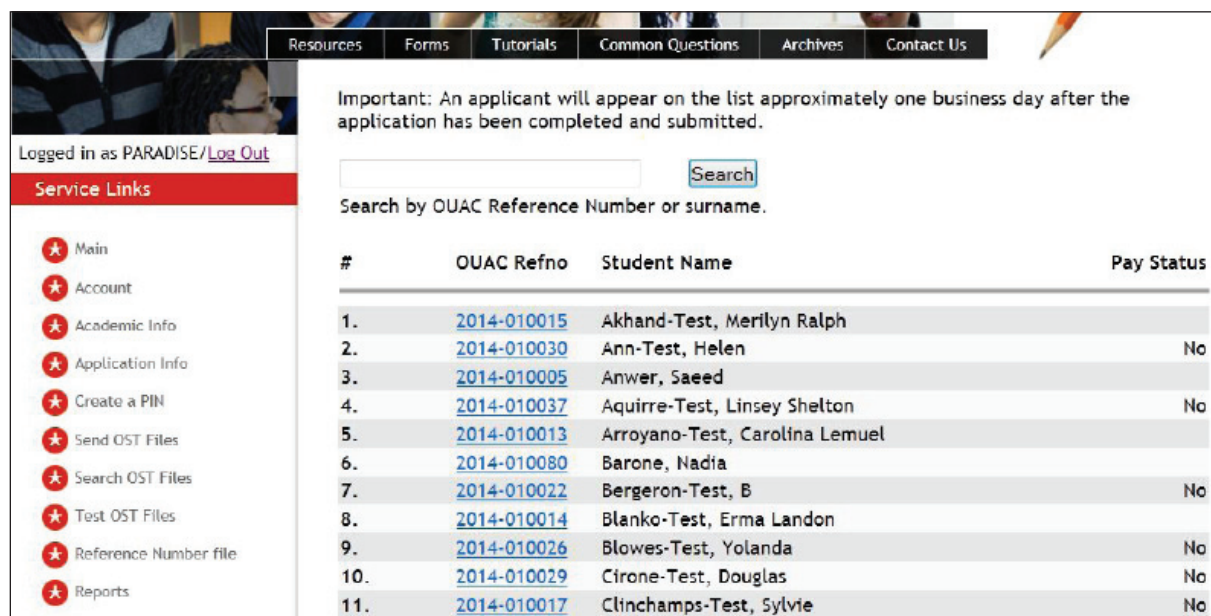
You will be presented with a list of your school’s applicants, similar to the list in Figure 29. Scroll down to view the entire list.

Click on an OUAC Reference Number (highlighted in blue) to view the details for that applicant.

To search for a particular applicant, enter either the applicant’s surname (partial or full) or their OUAC Reference Number in the search box and click “Search”.

On the right side, you will see a column indicating pay status. If an applicant has paid his or her processing fees and has no outstanding payment issues, this field will be blank. However, if an applicant has payment issues, the message will indicate “No”. Please have the student contact the OUAC Payments Department directly to rectify his or her fee issues at payments@ouac.on.ca.

Important: An applicant will appear on the list approximately one business day after the application is completed and submitted.



The screenshot shows the OUAC Application Info interface. At the top, there is a navigation bar with links: Resources, Forms, Tutorials, Common Questions, Archives, and Contact Us. Below this, a message states: "Important: An applicant will appear on the list approximately one business day after the application has been completed and submitted." A search bar is present with a "Search" button. Below the search bar, it says "Search by OUAC Reference Number or surname." A table lists 11 applicants with columns for #, OUAC Refno, Student Name, and Pay Status. The OUAC Refno column contains blue hyperlinks. A sidebar on the left shows "Service Links" including Main, Account, Academic Info, Application Info, Create a PIN, Send OST Files, Search OST Files, Test OST Files, Reference Number file, and Reports. The user is logged in as PARADISE.

#	OUAC Refno	Student Name	Pay Status
1.	2014-010015	Akhand-Test, Marilyn Ralph	
2.	2014-010030	Ann-Test, Helen	No
3.	2014-010005	Anwer, Saeed	
4.	2014-010037	Aquirre-Test, Linsey Shelton	No
5.	2014-010013	Arroyano-Test, Carolina Lemuel	
6.	2014-010080	Barone, Nadia	
7.	2014-010022	Bergeron-Test, B	No
8.	2014-010014	Blanko-Test, Erma Landon	
9.	2014-010026	Blowes-Test, Yolanda	No
10.	2014-010029	Cirone-Test, Douglas	No
11.	2014-010017	Clinchamps-Test, Sylvie	No

Fig. 29

After clicking on an applicant's OUAC Reference Number, you will see a screen similar to Figure 30.





University Choices		Personal Information	Address Information	Previous Institutions	Online Amendments	
OUAC Refno		2014-010030				
Student Name		Ann-Test, Helen				
PIN		APy2				
Payment Not Received						
Choice	Program	Subject of Coop Major Interest	Enrol Date	Year Level	Response	Display Dist.
01	AAS Lakehead Hon Bach of Arts & Science	GEOGRAPHY	Fall	First Year		
02	EBD Western Mgmt & Organizational St	ACCOUNTING	Fall	First Year		
03	EKD Western Mgmt & Organizational Studies	FINANCE & ADMINISTRATION	Fall	First Year		
04	EHD Western Mgmt & Organizational Studies	ACCOUNTING	Fall	First Year		

Fig. 30

Initially, you will be presented with the applicant's university choices, as shown in Figure 30. To view more detailed information regarding when the data was transferred to the selected universities, click the arrow in the "Display Dist." (Display Distributions) column.

From the top menu, you are also able to view the applicant's:

- Personal Information
- Address Information
- Previous Institutions
- A log of Online Amendments made by the applicant (date and type)

To view academic information, select "Academic Info" from the left menu.

9.0: Academic Info

The “Academic Info” function (formerly “Academic Updates”) allows you to inquire about your students’ files (whether or not they have applied) and update the following information electronically:

- All courses/grades data
- Secondary School Diploma Indicator
- Ontario Education Number (OEN)
- Secondary School Student Number (SSSN)
- OSSD Issue Date
- Secondary School Literacy Requirement
- Specialist High Skills Major (SHSM) Program Code + Completion Indicator
- Community Involvement
- For International Baccalaureate schools, the IB Diploma/IB Certificate and the non-IB designations
- Comments (e.g., extenuating circumstances, equivalent credits)

Electronic updates made by school officials directly to the OUAC database allow for a more efficient “correction period” following each grades collection period.

The “Academic Info” function is available to school officials daily from 7:00 a.m. to 2:00 a.m., Eastern Time.

After selecting “Academic Info” on the left menu, you will be presented with a search screen shown in Figure 31. Enter your selection criteria to refine your list or leave the fields blank and select “Search” to see all of your students.

Academic Info

+ Required fields are denoted by an asterisk

Student Information

* Cycle
2014 ▾

* Mident
918679

OUAC Reference Number
2014 -

Name

OEN

SSSN

Course Information

Course

Completion Date (format: yyyy-mm)

Diploma Information

Diploma Status
OSSD achieved (OSS) ▲
Will achieve OSSD by end of current school year (OSS) ■
Will not achieve the OSSD ▼
OSSD achieved (OS:IS)

Fig. 31

Based on your selection criteria, you will be presented with a list of students similar to the one shown in Figure 32.

Academic Info

Change search

Show 10 entries

Search:

School	OUAC Reference Number	Name	Collection Period	Actions
918679	000000	BLANQUART-TEST,	4 (July)	Review
918679	000000	BRASWELL, LEO	1 (November)	Review
918679	000000	CONNER, SUE		Review
918679	000000	CROSS, KATHERINE	4 (July)	Review
918679	000000	DOUGHERTY, PETER	1 (November)	Review
918679	000000	GOLDMAN, CATHERINE	4 (July)	Review
918679	000000	HENDRIX, VICKIE	4 (July)	Review
918679	010000	Jentest, Jen		Review
918679	000000	KENT, CHERYL	4 (July)	Review
918679	000000	LI, CHRISTINA	4 (July)	Review

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

[Export Courses HTML](#) | [Export Courses XLS](#) | [Export Diploma Details HTML](#) | [Export Diploma Details XLS](#)

Fig. 32

Visiting students taking courses at your school who are included in your grades file will not appear on your list. Only their home school can view/update their information.

From this screen you can export the course or diploma information for all of the students in your list. You can also sort your list by column and change your search by clicking “Change search”.

The “Collection Period” column indicates the last collection period for which the OUAC received any academic information for the student. A blank in the column represents “Create a PIN” students with no academic information on file.

To see the academic information for a given student, click “Review” under the “Actions” column.

If you have “update” authority, then you will be presented with an “Academic Record” screen similar to the one in Figure 33.

The screenshot displays a web interface for an 'Academic Record'. At the top, there are links for 'Close' and 'Print Academic History'. Below this, a table lists student information: Full Name (BLANQUART-TEST,), Nident (918679), SSSN (100582630225), OEN (661849471), and OUAAC Reference Number (2014-000000). A note states: '* Required fields are denoted by an asterisk'. The main section has three tabs: 'Diploma Details' (selected), 'Courses', and 'Course Summary'. Under 'Diploma Details', there are several fields: SSSN (100582630225), OEN (661849471), Diploma Status (Will not achieve the OSSD), OSSD Issue Date (Format: yyyy-mm), Community Involvement (Not Reported), Literacy Requirement (English), Comments (Max 50 chars), SHSM Program (Non-profit), and SHSM Completed (Not Reported). A 'Save all courses and diploma details' button is at the bottom.

Full Name	BLANQUART-TEST,
Nident	918679
SSSN	100582630225
OEN	661849471
OUAAC Reference Number	2014-000000

* Required fields are denoted by an asterisk

Diploma Details | Courses | Course Summary

- * SSSN: 100582630225
- * OEN: 661849471
- * Diploma Status: Will not achieve the OSSD
- OSSD Issue Date (Format: yyyy-mm):
- * Community Involvement: Not Reported
- * Literacy Requirement: English
- Comments (Max 50 chars):
- SHSM Program: Non-profit
- * SHSM Completed: Not Reported

Save all courses and diploma details

Fig. 33

This screen has three tabs:

- Diploma Details
- Courses
- Course Summary

If you have “inquiry” authority, then you will be presented with an “Academic Record” screen similar to the one in Figure 34.

The screenshot shows a web interface for 'Academic History'. At the top, there are links for 'Close' and 'Print'. Below this is a table of student information:

Full Name	Jentest , Jen
Mident	918679
SSSN	123456789999
OEN	970017042
OUAC Reference Number	2014-010000

Below the table is a note: '* Required fields are denoted by an asterisk'.

The main content area has two tabs: 'Diploma Details' (selected) and 'Course Summary'. Under the 'Diploma Details' tab, there are several sections:

- Diploma Status**: Not Known
- OSSD Issue Date**
- Community Involvement**: Not Reported
- Literacy Requirement**: Not Reported
- Comments**
- SHSM Completed**
- SHSM Program**

At the bottom, there are links: 'Academic History', 'Export Courses HTML', 'Export Courses XLS', 'Export Diploma Details HTML', and 'Export Diploma Details XLS'.

Fig. 34

This screen has two tabs:

- Diploma Details
- Course Summary

Within any of these tabs you have the options to “Close” and return to your list or view the student's “Academic History”.

9.1: Diploma Details

The “Diploma Details” section (Fig. 33) allows you to update all diploma-related information about the student. For example, their OEN, SSSN, diploma status, SHSM program, comments, etc.

IB designation may be changed using the “Highest Level of Education” field. You can change from non-IB to Diploma or Certificate, or from IB to non-IB.

Note: Not all universities make use of the school comments the OUAC sends. **It is important that school officials send documentation directly to the university admissions offices** regarding circumstances where they believe the information provided in the “Comments” field should be taken into consideration by the universities.

9.2: Courses

This tab is only available if you have “update” access. In the “Courses” section (Fig. 35), you can add, update and drop courses. You can also correct any errors generated from an OST file upload.

Fig. 35

Hovering over underlined column headings provides descriptions of the available codes, as shown in Figure 36.

Fig. 36

To add a course, click “Add Course”, then enter the required information. The course MIDENT is automatically defaulted to your school.

To update a course, select the appropriate values from the drop-down lists. **To change the course code, completion date and/or delivery,** you must drop the course and add a new course.

To drop a course, check the “Drop” box (Fig. 35).

You can make all of your changes at once before clicking “Save all courses and diploma details”.

Any errors encountered while you add/update will be highlighted immediately. These errors, plus any encountered from processing an OST file, must be corrected in order to save. See “Academic Errors” (section 9.4) for more details.

9.3: Course Summary

The “Course Summary” (Fig. 37) is read-only and shows the most current status of all information on file with the OUAC.

Close | Print
Academic History

Full Name: BLANQUART-TEST,
Mident: 918679
SSSN: 100982630225
OEN: 661849471
OUAC Reference Number: 2014-000000

* Required fields are denoted by an asterisk

Diploma Details | Courses | **Course Summary**

Course Code	Course Description	Completion Date	Credit	Mark	Grade Type	Course Type	Course Mident
ENG4U	English	201306	0000	094	Final	Regular	000002

Save all courses and diploma details

Academic History
Export Courses HTML | Export Courses XLS | Export Diploma Details HTML | Export Diploma Details XLS
Close | Print

Fig. 37

9.4: Academic Errors

Some errors may occur during the processing of academic information from an OST file, while others may occur when adding or updating course and diploma information. These errors are highlighted on the “Diploma Details” and “Courses” screens as shown in Figure 38.

* Required fields are denoted by an asterisk

This form cannot be submitted as it contains 2 error(s)

Please review this list and re-submit the form once these errors have been corrected.

- * Midterm grade type should be final.
- * Completion date must be within allowable collection period date range when grade type is 'C'

Diploma Details | Courses | **Course Summary**

Current courses

Course	Completion Date	Credit	Mark	Grade Type	Language of Instruction	Delivery	Course Type	Course Status	Notes	Course Mident	Drop
ENG0A	201305	* 0100	054	* M	* E	S	* R	*	Select	* 918679	
JDC4T	201309	* 0100		* C	Midterm grade type should be final.			*	Select	* 918679	

Add Course

Courses in error from OST file upload

Course	Completion Date	Credit	Mark	Grade Type	Language of Instruction	Delivery	Course Type	Course Status	Notes	Course Mident	Drop	Ignore Error
* LPV0A	* 201306	* 0100		* C	* E	* O	* R	*	Select	* 918679		

Save all courses and diploma details

Fig. 38

All errors from an OST file will be listed at the top of the screen in red and highlighted with the “!” icon beside the field in error. Errors encountered while adding or updating a course will be highlighted immediately with the “!” icon.

Hovering over the icon will provide a short explanation of the error. Clicking on the errors at the top of the screen will take you to the corresponding section of the screen.

If the student only has course-related errors then you will automatically be taken to the “Courses” tab, otherwise you will see the “Diploma Details” tab. Courses in error from your OST file upload are noted at the bottom of the screen (Fig. 38).

Current courses on file that have the same six-digit course code, completion date and delivery as a course in error from an OST file upload will become read-only. You must correct the related pending course in order to complete the process and update the matching course on file (Fig. 39).

• Course Mident: The school mident is invalid

Diploma Details Courses Course Summary

Current courses

Course	Completion Date	Credit	Mark	Grade Type	Language of Instruction	Delivery	Course Type	Course Status	Notes	Course Mident	Drop
LBL0A	201306	* 0100	D66	* F	* F	C	* R	*	B, H	* 918679	<input type="checkbox"/>
TPJ4Q^	201303	* 0100	D94	* F	* B	N	* R	*	B, F, H	* 018679	<input type="checkbox"/>
HRT3M8	200908	0100	D60	F	B	N	O			918679	<input type="checkbox"/>
THF35	201306	* 0100	D54	* F	* E	N	* R	*	Select	* 918679	<input type="checkbox"/>
THF35;	201306	* 0130	D68	* F	* E	N	* R	*	Select	* 024500	<input type="checkbox"/>

Add Course

Courses in error from OST file upload

Course	Completion Date	Credit	Mark	Grade Type	Language of Instruction	Delivery	Course Type	Course Status	Notes	Course Mident	Drop	Ign
* HRT3M8	* 200908	* 0100	D60	* F	* B	* N	* O	*	Select	* 737045	<input type="checkbox"/>	<input type="checkbox"/>

Save all courses and diploma details

Fig. 39

All diploma errors and course errors must be corrected in order to save any information. If you wish to temporarily ignore an error, check the “Ignore” box. If you wish to completely ignore an error and not correct it, check the “Drop” box. Note: When you ignore an error it is only ignored temporarily so you can save all other changes. If you return to this student’s record, the “Ignore” flag will be removed. You must correct, ignore or drop if you wish to save any further changes.

9.5: Academic History

You can see a student’s “Academic History” from their “Academic Record”, as shown in Figure 40.

Close | Print
Back to Academic Record

Full Name BRASWELL, LEO
Mident 918679
SSSN 100479971491
OEN 479971491
OUAC 2014-000000
Reference Number
Note, values with an "*" asterisk denote an edit.

Diploma Detail History Course History

Mident	OEN	SSSN	Diploma Status	OSSD Issue Date	Community Involvement	Literacy Requirement	Comments	SHSM Completed	SHSM Program	Last Updated By
918679	479971491	100479-971491	Will achieve OSSD by end of current school year (OS:IS)		Not Reported	N/A				internal

Back to Academic Record
Export Course History HTML | Export Course History XLS | Export Diploma Detail History HTML | Export Diploma Detail History XLS
Close | Print

Fig. 40

This screen has two tabs:

- Diploma Detail History
- Course History

Each tab provides a summary of activity, including information about when and by whom the information was last updated.

Below is a list of possible codes that may be presented on the “Academic Info” screens. This information is also available by hovering over the applicable column heading.

Grade Type	P	=	Projected course (registered for next semester)
	C	=	Current course
	M	=	Midterm mark
	F	=	Final mark
Language of Instruction	E	=	English
	F	=	French
	B	=	Both English and French
	O	=	Other
Delivery	D	=	In day school
	C	=	By correspondence
	S	=	During the summer
	N	=	As a night class
	O	=	Other
Course Type	R	=	Regular
	O	=	Co-op: “out-of-school” component (when indicating “O” for Course Type, you must also indicate “C” for Notes)
Course Status	blank	=	Not reported
	D	=	Delete
	R	=	Repeat
	W	=	Withdrawn
	X	=	Not applicable
Notes	S	=	Special indicator noting that the student’s performance in a Grade 11 or 12 course was affected by extraordinary circumstances
	M	=	Modified course expectations that did not lead to a credit
	I	=	Interdisciplinary studies
	F	=	Course taught in French Core, Extended, or Immersion
	C	=	Co-operative education
	A	=	Alternative expectations that do not lead to a credit
	H	=	Specialist High Skills Major
	P	=	Course taken at an inspected private school
	T	=	Team-taught Dual Credit
	B	=	Credit count adjusted, combined courses exceed maximum
	X	=	Substitution of a compulsory credit

You may select multiple note values up to a maximum of five.

10.0: Reports

Two reports are available:

1. The “Applicant Status Report” allows you to create a report based on various criteria for current- and previous-year applicants.
2. A current applicant “PIN Checklist” is available in both HTML and Excel format.

You will be presented with the screen in Figure 41 after clicking “Reports” in the left menu.

Select one of the following:

1. [Applicant Status Report](#)
2. PIN Checklist (To print an individual PIN, select the HTML option.) • [HTML](#) • [Excel](#)

Fig. 41

10.1: Applicant Status Report

The “Applicant Status Report” allows you to create a summary report for current- and previous-year applicants. The report includes information about university choices, desired entry point (e.g., winter), confirmed university and program, status of the OUAC fee payments, and grades collection.

You will be presented with a “Report Selection” screen, as depicted in Figure 42.

Enter your desired search criteria, then select “Submit”.

Important: Current-year applicants will appear on the list approximately one business day after their application is completed and submitted.

[Help](#)

Select report options and click submit

[New Selection](#)

Report Selection

Report Format

Report Cycle

OUAC Reference Number

Surname

Program Choice

University Applied

Program Category Applied

Program Applied

Entry Point Applied

Confirmed or Unconfirmed

Program Category Confirmed

Program Confirmed

Entry Point Confirmed

Pay Status

Fig. 42

Your report, like the one depicted in Figure 43, is generated. You will have the ability to sort your results by column, edit your search selection or start a new search.

Ontario Universities' Application Centre 12/08/20 11:57AM
Applicant Status Report - 2013
User: JPE22226E Mident: 918679
[Edit Selection](#) [New Selection](#)

Click on any column to sort by that column. Click again to switch between ascending and descending. Hold the control key and click on multiple columns to perform subsorts.

#	OUAC Reference Number	Student Name	Choice	University	Program Applied	Entry Point Applied	Program Confirmed	Entry Point Confirmed	Pay Status	February Grades Received	April Grades Received	July Grades Received
1.	2013-010004	Damasthenes-Test, Dick Testy	01	McMaster University	MNS - Health Sciences 1	Fall				No		
2.	2013-010004	Damasthenes-Test, Dick Testy	02	McMaster University	MH - Humanities 1	Fall				No		
3.	2013-010004	Damasthenes-Test, Dick Testy	03	Algonia University	JAO - Economics (3 year)	Winter				No		
4.	2013-010001	Damasthenes-Test, Elbert Testa	01	University of Windsor	NCE - BComm Business & Economics	Summer				No		
5.	2013-010001	Damasthenes-Test, Elbert Testa	02	University of Ontario Institute of Tech	DNI - Hon BScN Collaborative Nursing, Durham	Fall				No		
6.	2013-010001	Damasthenes-Test, Elbert Testa	03	Carleton University	CES - BEng Software Engineering	Fall				No		

Fig. 43

10.2: PIN Checklist

The "PIN Checklist" (Fig. 44) provides a current list of the PIN access codes that your university-bound students require to access the online application. This list is provided in alphabetical order and is available in HTML or Excel format.

The list is cumulative and is modified to reflect PINs for new students for whom you selected "Create a PIN". Students who already received a PIN and transferred to your school will not appear on this list.

Ontario Universities' Application Centre 12/08/20 12:01PM
SSOLA PIN Listing
User: JPE22226E Mident: 918679

NOTE:
a) To print an individual PIN, click on the student's surname.
b) Applicant OUAC Reference Numbers are not displayed on this report for security purposes.
c) Default sorting is by surname.

Hardcopy

#	Surname	First Name	PIN	SSSN
---	---------	------------	-----	------

No Applicants Found.

Electronic Data / Create a PIN

#	Surname	First Name	PIN	SSSN
1.	tufikqik	iujknk	AT2L	235689235689
2.	tllhvomi	tykuvj	CpYd	852145698410
3.	tubibnm	yuukvnjb	Le9R	901459785200
4.	Dejaquer-Test	Sid	ANtl	100800002503
5.	Dejaquer-Test	Titus	CQg5	100800006058
6.	Dejaquer-Test	Lino	LRA7	100800008518
7.	Deioode-Test		mYA7	100800000812

Fig. 44

If you need to print an individual PIN Access Letter for a student, select the HTML option and then click the student's surname. A screen like the one depicted in Figure 45 will appear. You can then print this page using your browser's print option.

Ontario Universities' Application Centre 12/08/20 12:05PM			
SSOLA PIN Listing			
Mident: 918679			
Surname	First Name	PIN	SSSN
Guidance	Site	AhT9	123456789123

Fig. 45

New for the 2014 cycle: Applicants are required to change their PIN to a password when they log in to the application for the first time. They are also required to set a challenge question and answer. Once this is done, their PIN will no longer grant them access to the application. If they forget their password they can reset it using their challenge question and answer. If they forget their password and challenge question and answer then they can request a new temporary password online.



ONTARIO UNIVERSITIES' APPLICATION CENTRE

CENTRE DE DEMANDE D'ADMISSION
AUX UNIVERSITÉS DE L'ONTARIO

170 Research Lane
Guelph ON N1G 5E2
Phone: 519-823-1940
www.ouac.on.ca
<http://guidance.ouac.on.ca>